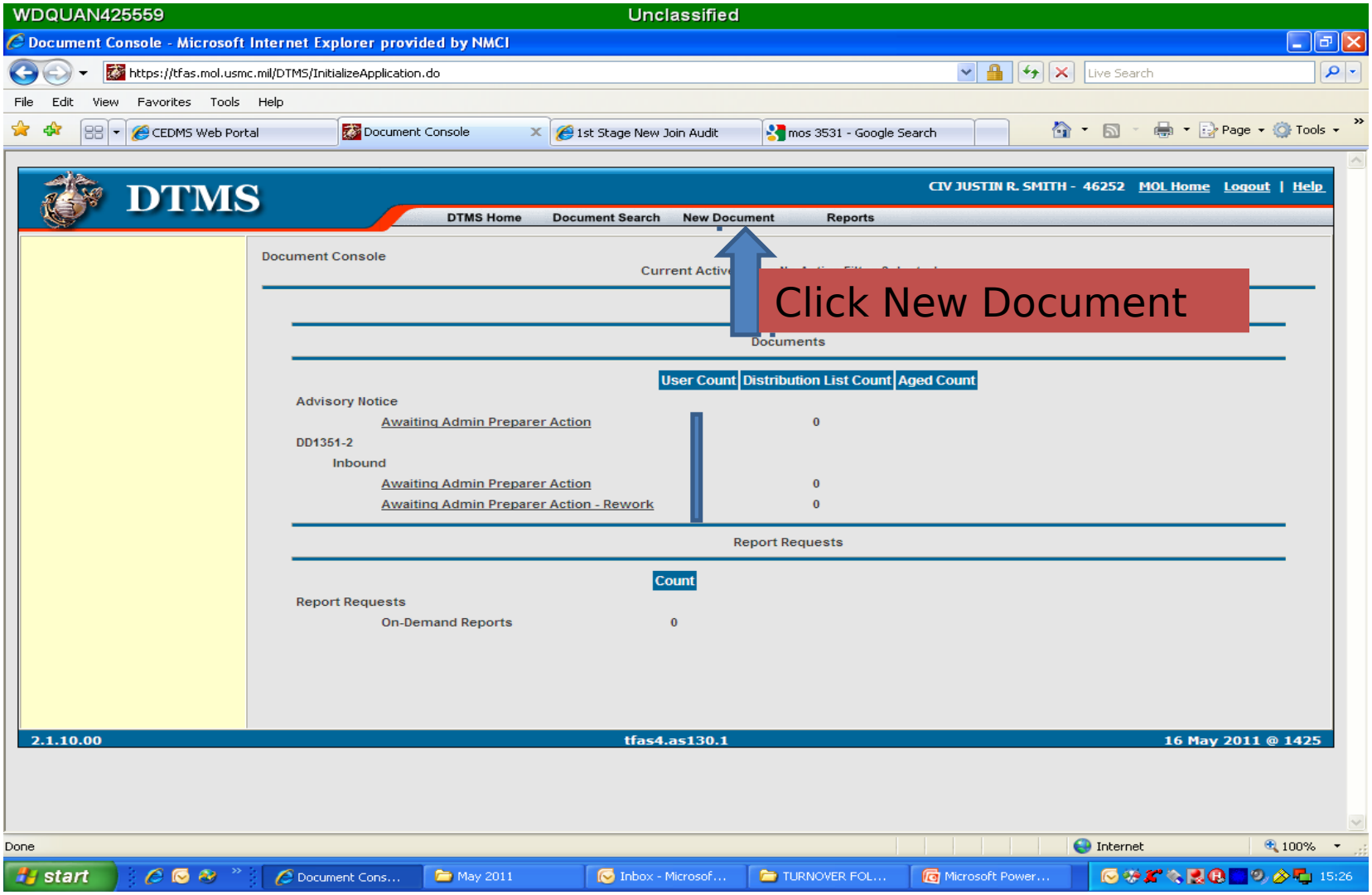
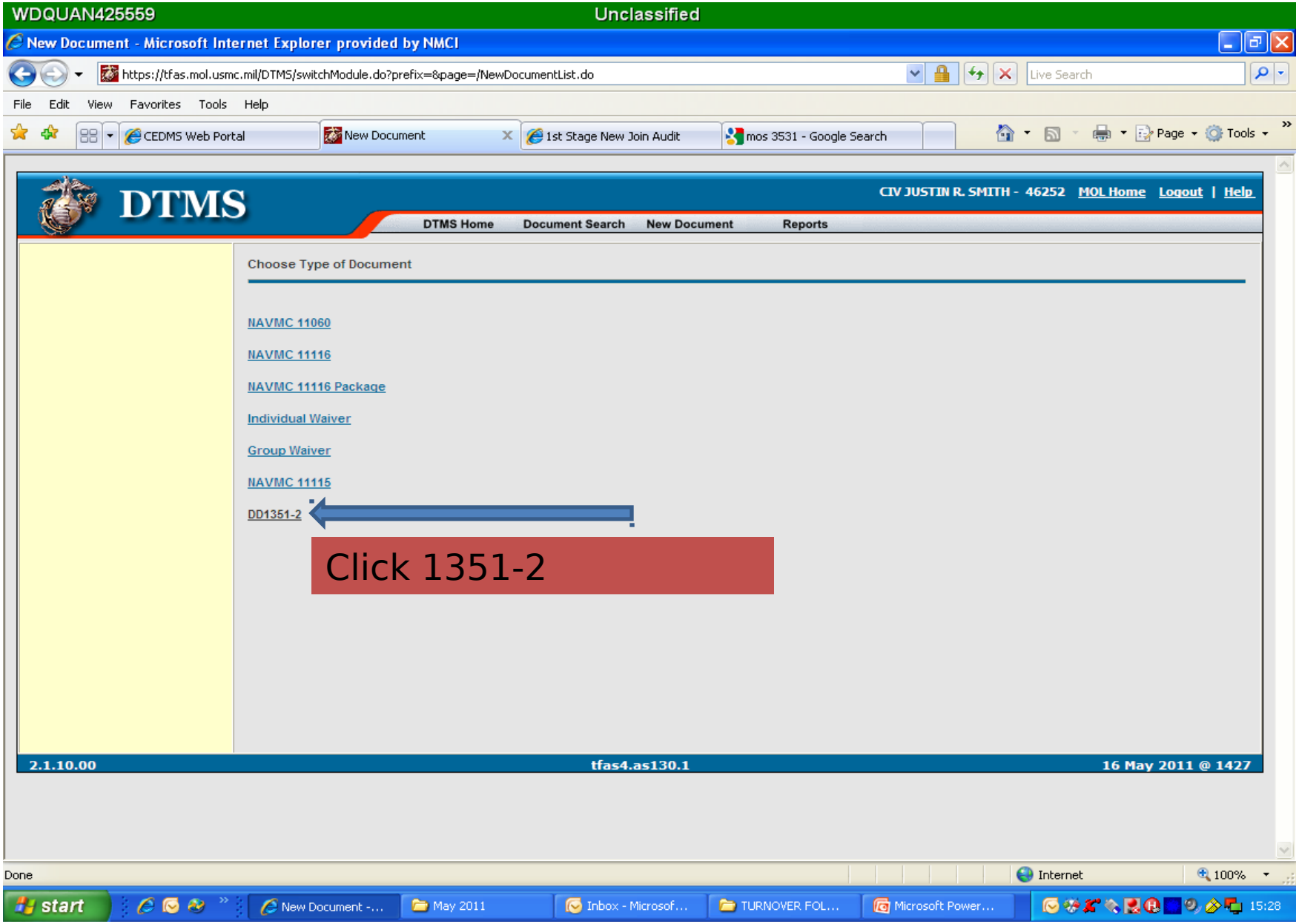
How to submit PCS Claim for Individual Marine

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NAVMC 11116
NAVMC 11116 Package
Individual Waiver
Group Waiver
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16 May 2011 @ 1427
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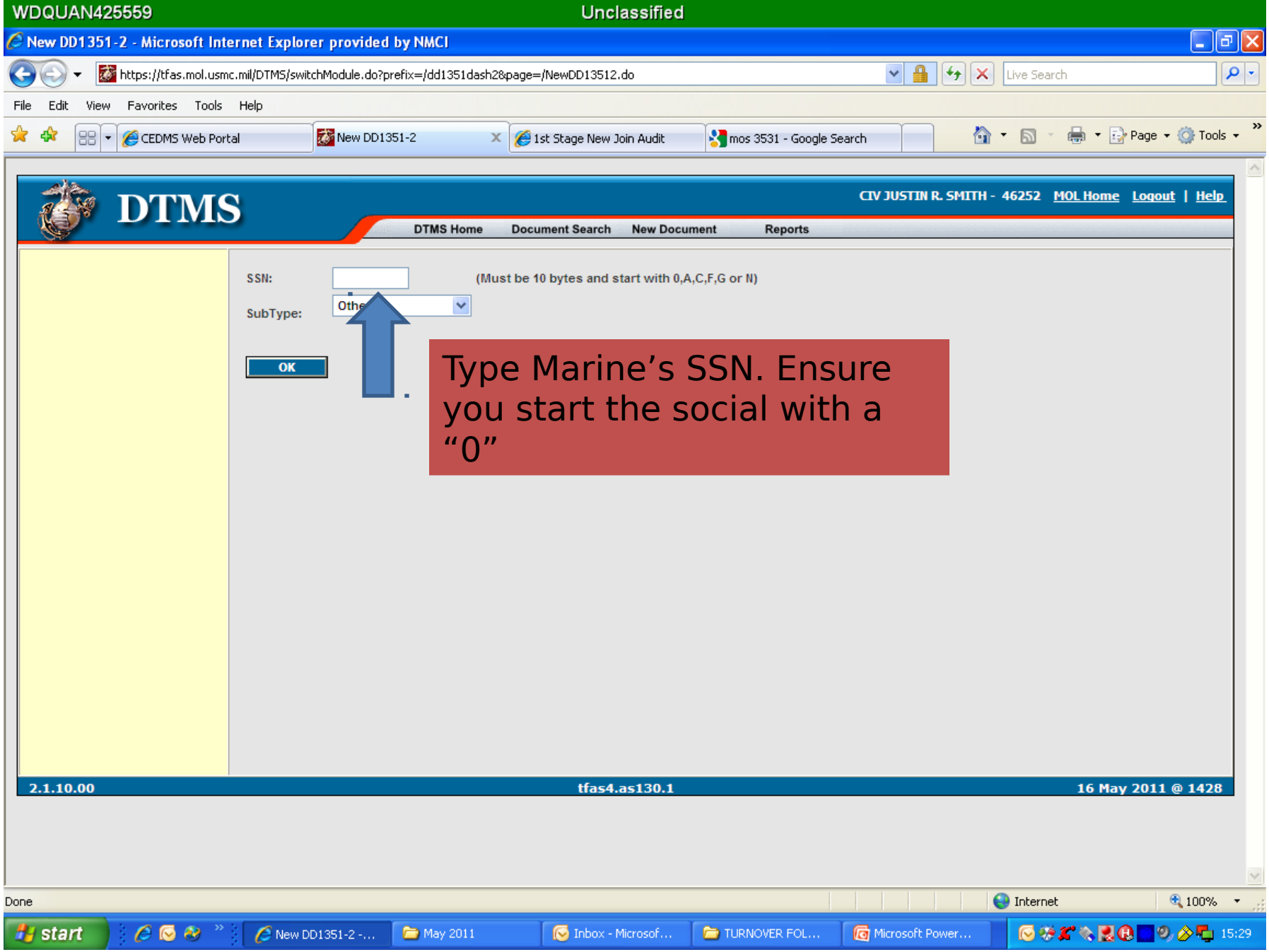
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DTMS Home
Document Search
New Document
Reports
SSN:
(Must be 10 bytes and start with 0,A,C,F,G or N)
SubType:
Othe
OK
Type Marine's SSN. Ensure you start the social with a "0"
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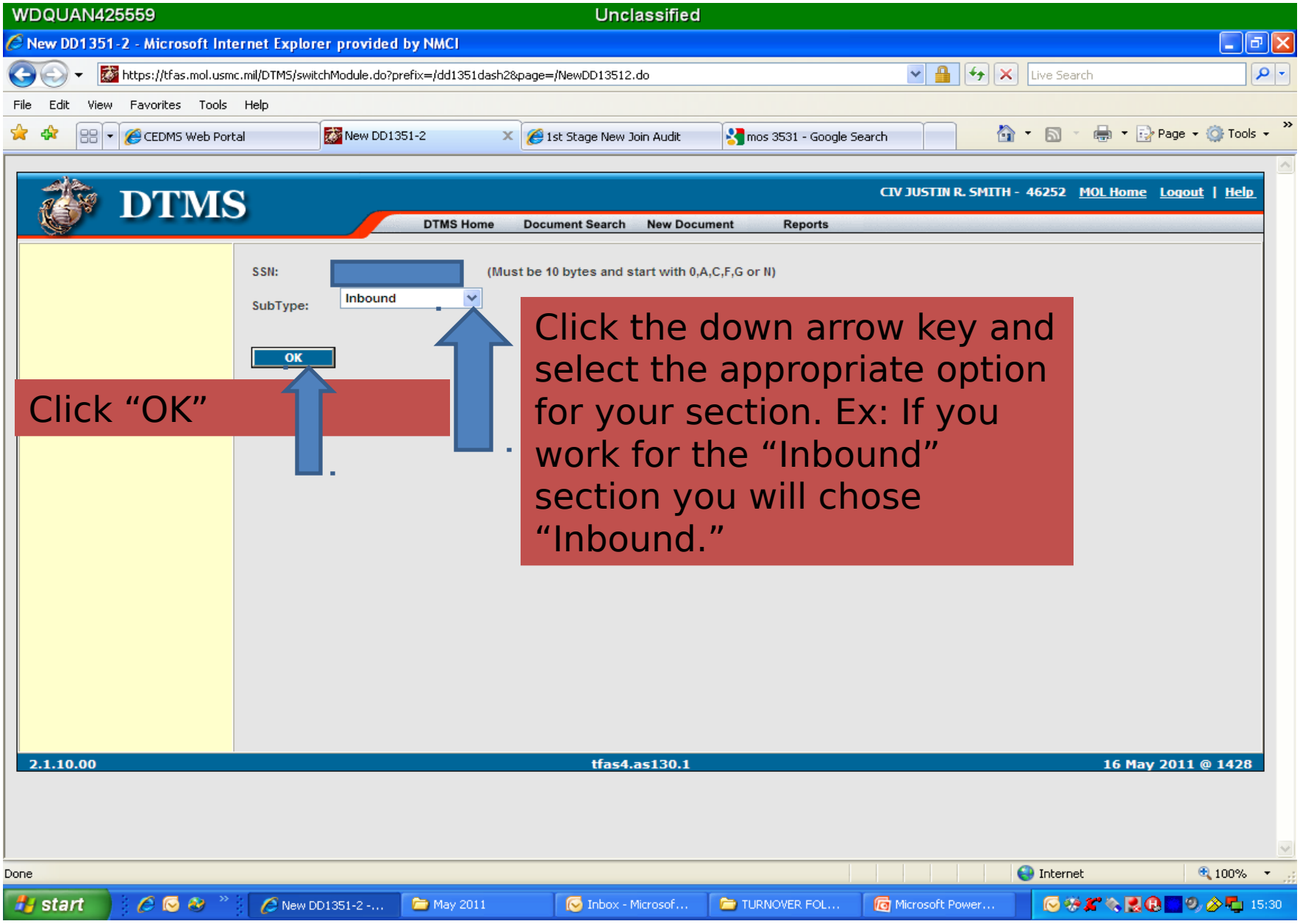
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DTMS Home Document Search New Document Reports
SSN:
(Must be 10 bytes and start with 0,A,C,F,G or N)
SubType:
Inbound
OK
Click "OK"
Click the down arrow key and select the appropriate option for your section. Ex: If you work for the "Inbound" section you will chose "Inbound."
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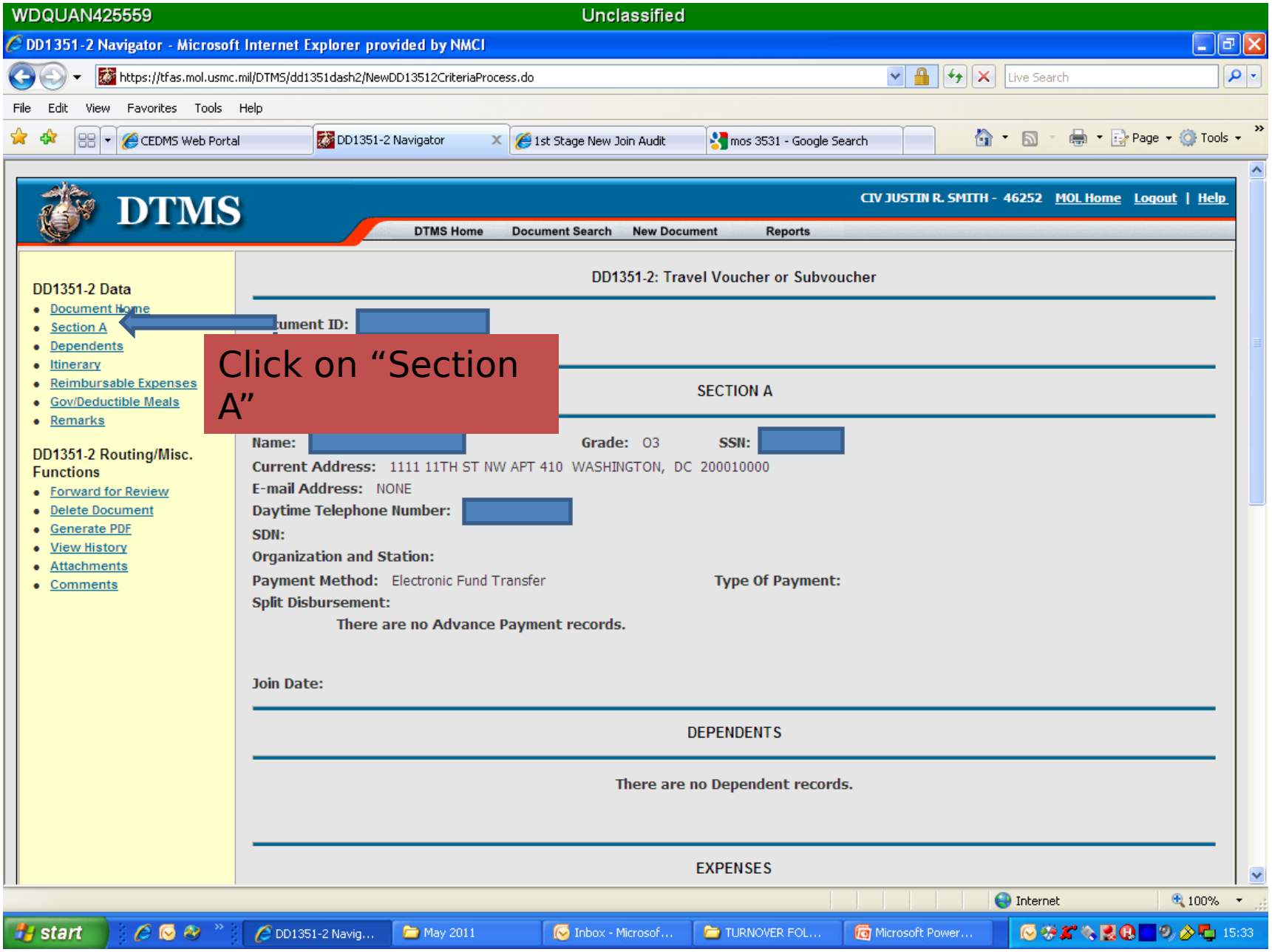
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Gov/Deductible Meals
Remarks
DD1351-2 Routing/Misc. Functions
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Delete Document
Generate PDF
View History
Attachments
Comments
Click on "Section A"
DD1351-2: Travel Voucher or Subvoucher
SECTION A
Name:
Grade: O3
SSN:
Current Address: 1111 11TH ST NW APT 410 WASHINGTON, DC 200010000
E-mail Address: NONE
Daytime Telephone Number:
SDN:
Organization and Station:
Payment Method: Electronic Fund Transfer
Type Of Payment:
Split Disbursement:
There are no Advance Payment records.
Join Date:
DEPENDENTS
There are no Dependent records.
EXPENSES
Internet
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May 2011
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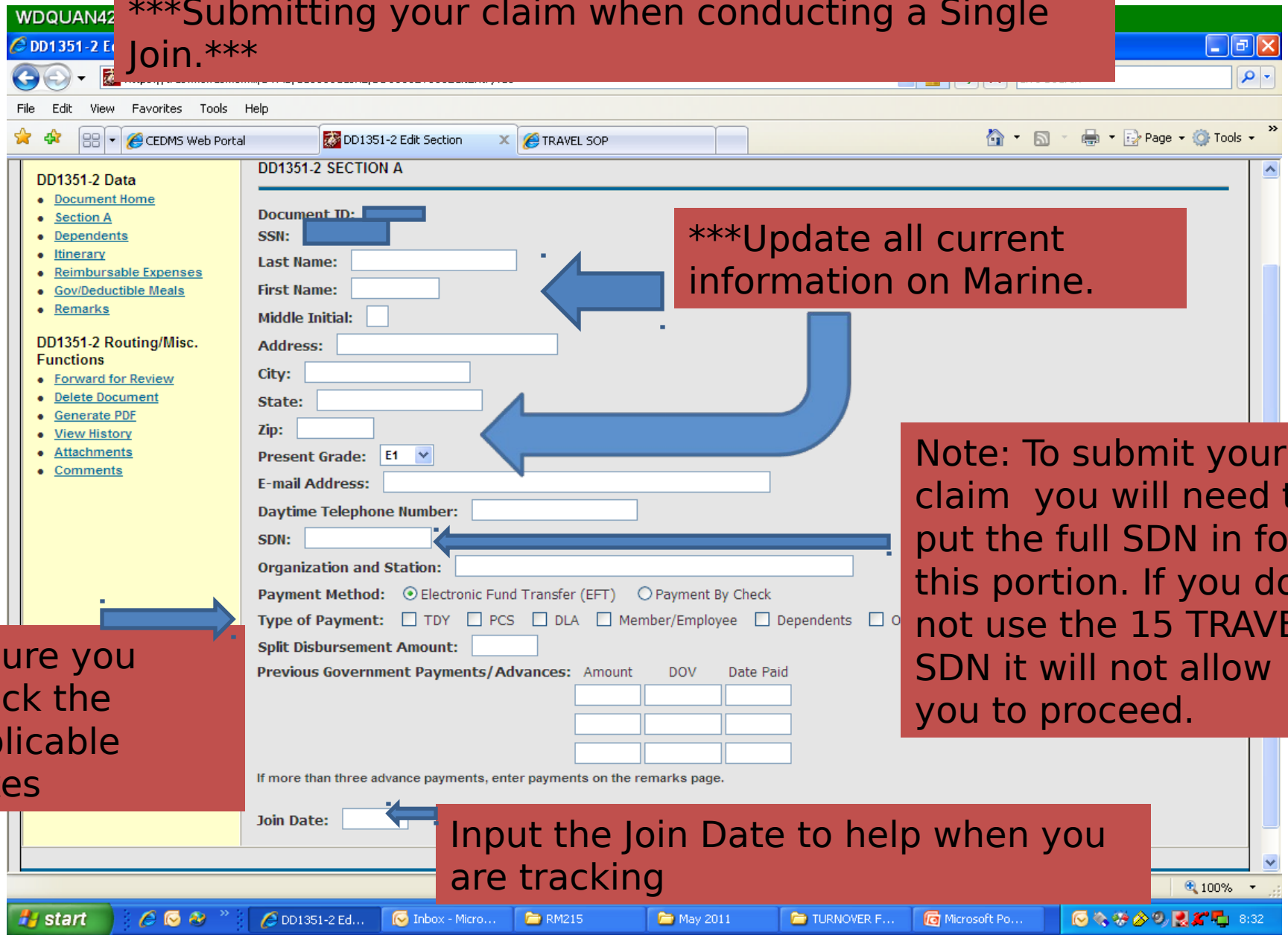
Submitting your claim when conducting a Single Join.
File Edit View Favorites Tools Help
CEDMS Web Portal
DD1351-2 Edit Section
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Delete Document
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View History
Attachments
Comments
DD1351-2 SECTION A
Document ID:
SSN:
Last Name:
First Name:
Middle Initial:
Address:
City:
State:
Zip:
Present Grade: E1
E-mail Address:
Daytime Telephone Number:
SDN:
Organization and Station:
Payment Method: Electronic Fund Transfer (EFT) Payment By Check
Type of Payment: TDY PCS DLA Member/Employee Dependents
Split Disbursement Amount:
Previous Government Payments/Advances: Amount DOV Date Paid
If more than three advance payments, enter payments on the remarks page.
Join Date:
***Update all current information on Marine.
Note: To submit your claim you will need to put the full SDN in for this portion. If you do not use the 15 TRAVEL SDN it will not allow you to proceed.
Ensure you check the applicable boxes
Input the Join Date to help when you are tracking
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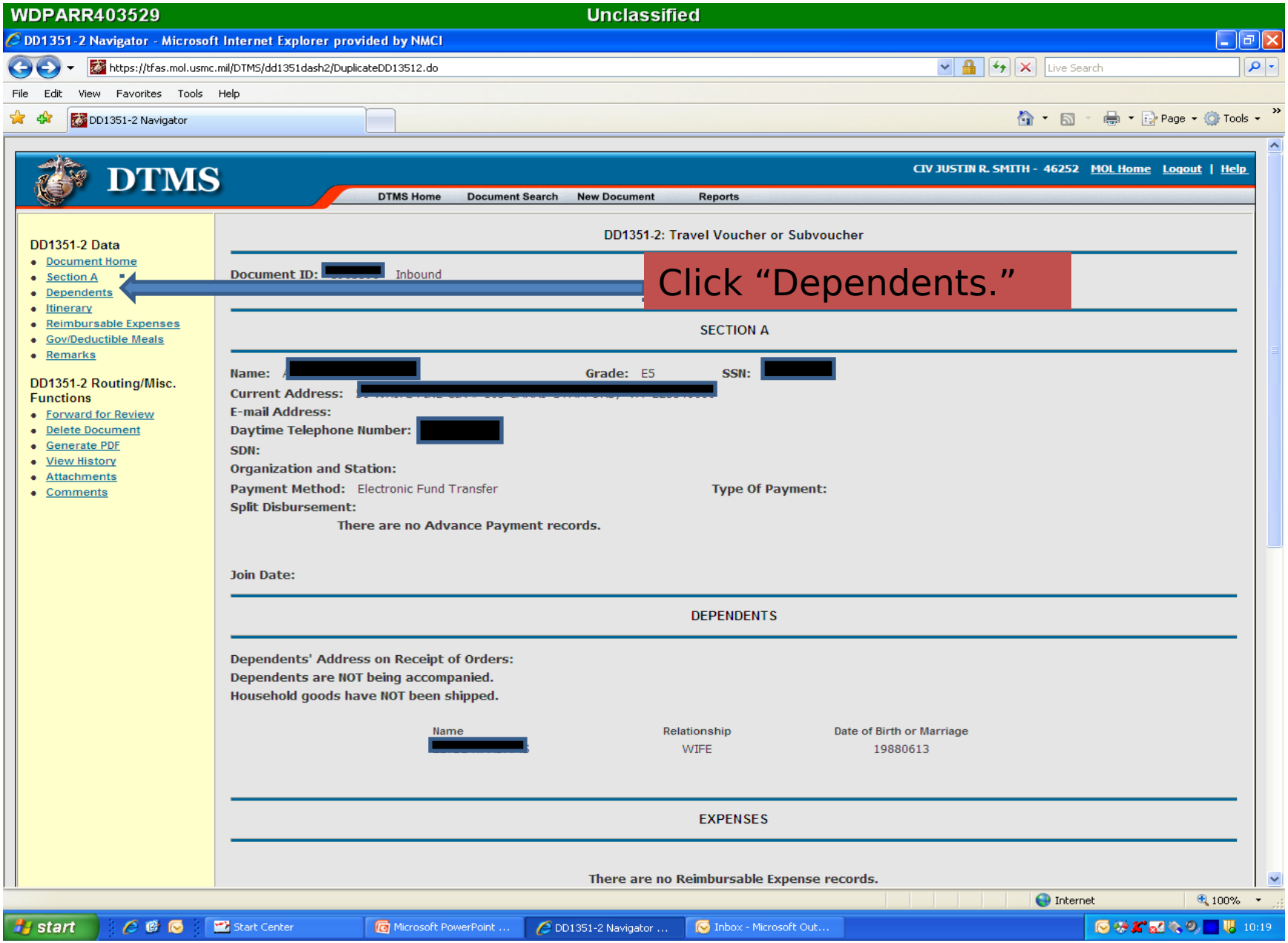
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Attachments
Comments
DD1351-2: Travel Voucher or Subvoucher
Document ID: [redacted] Inbound
Click "Dependents."
SECTION A
Name: [redacted] Grade: E5 SSN: [redacted]
Current Address: [redacted]
E-mail Address:
Daytime Telephone Number: [redacted]
SDN:
Organization and Station:
Payment Method: Electronic Fund Transfer Type Of Payment:
Split Disbursement:
There are no Advance Payment records.
Join Date:
DEPENDENTS
Dependents' Address on Receipt of Orders:
Dependents are NOT being accompanied.
Household goods have NOT been shipped.
Name Relationship Date of Birth or Marriage
[redacted] WIFE 19880613
EXPENSES
There are no Reimbursable Expense records.
Internet 100%
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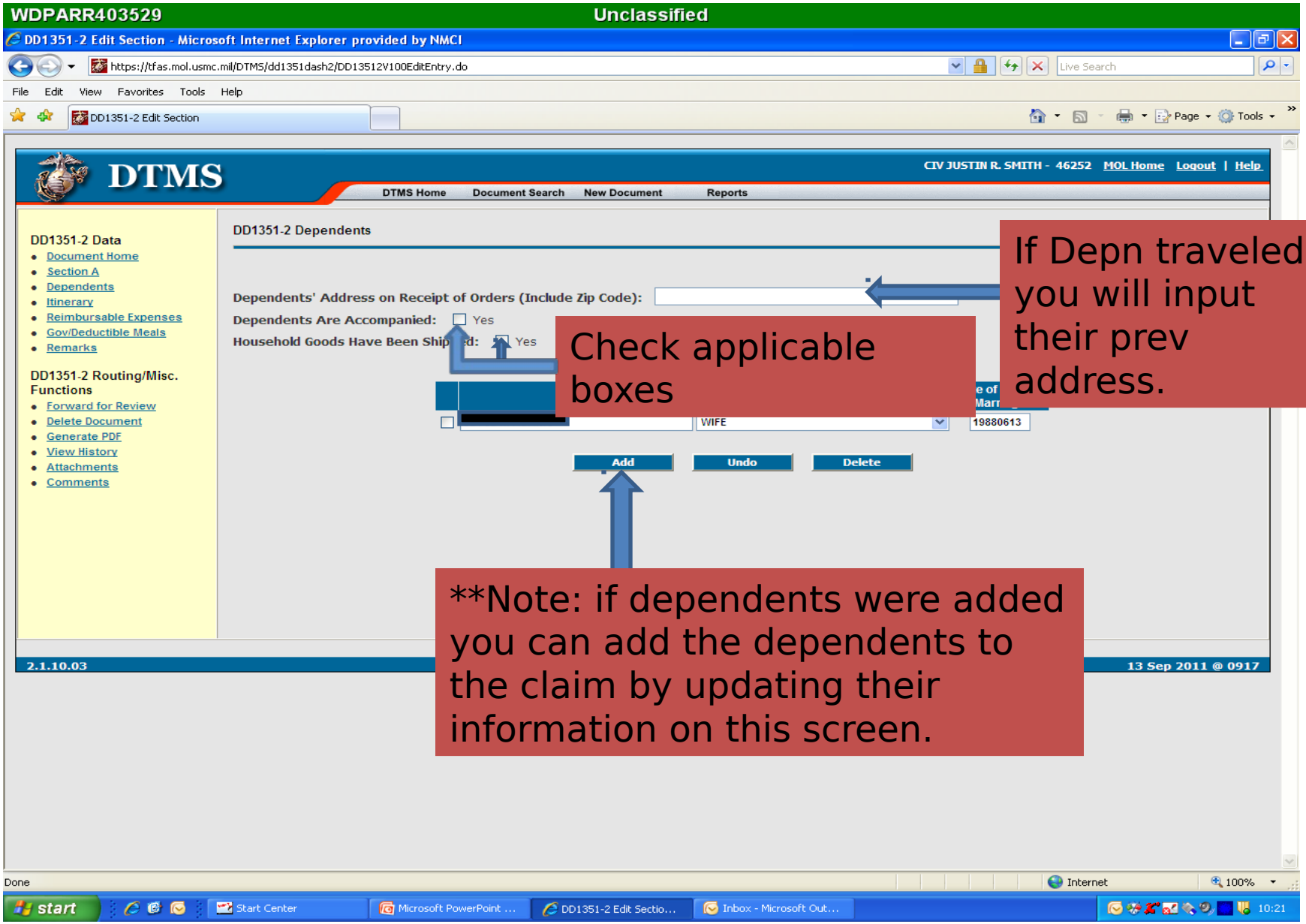
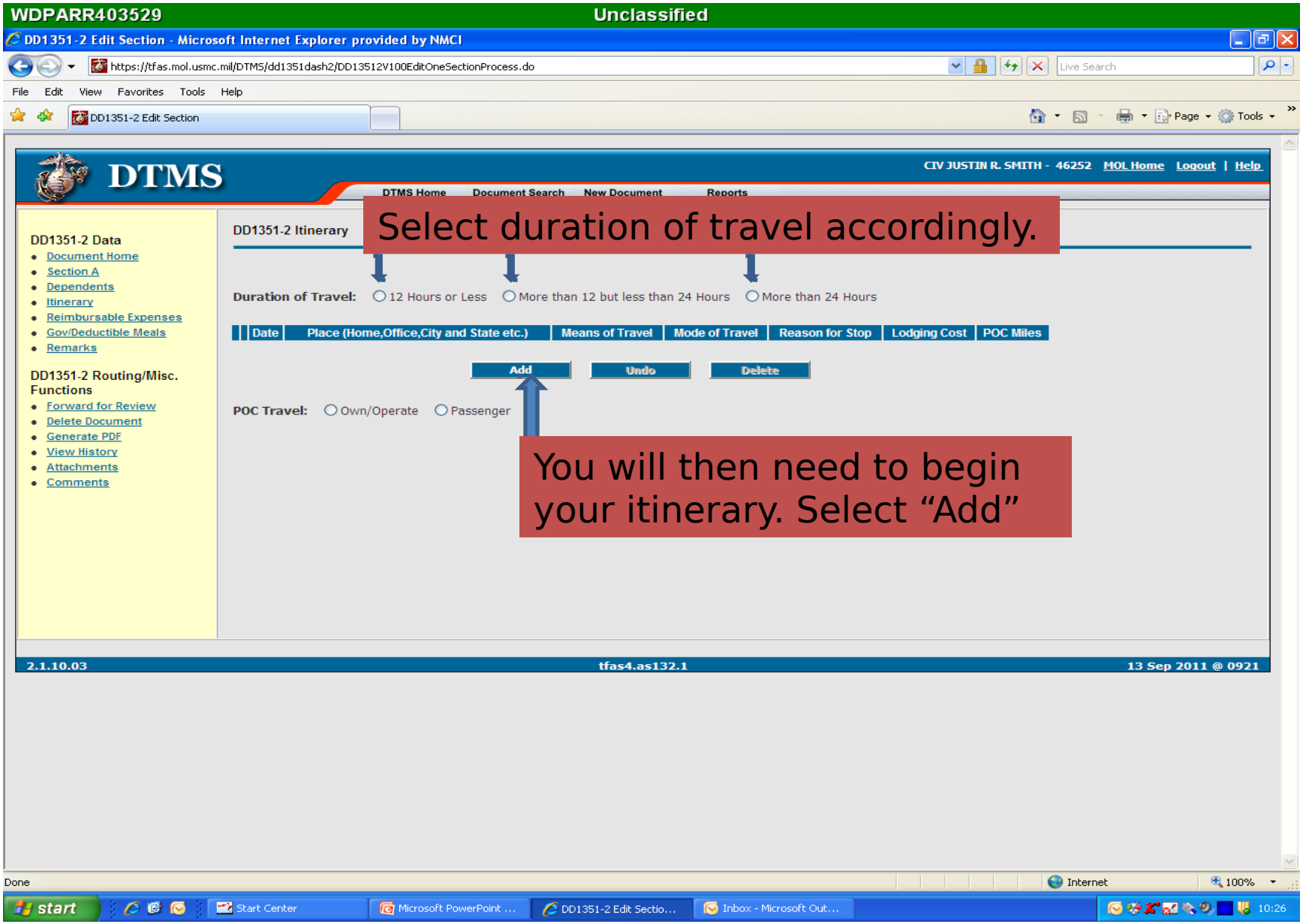


Check applicable boxes

If Depn traveled you will input their prev address.

**Note: if dependents were added you can add the dependents to the claim by updating their information on this screen.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DD1351-2 Itinerary
Select duration of travel accordingly.
Duration of Travel: 12 Hours or Less More than 12 but less than 24 Hours More than 24 Hours
Date Place (Home,Office,City and State etc.) Means of Travel Mode of Travel Reason for Stop Lodging Cost POC Miles
Add Undo Delete
POC Travel: Own/Operate Passenger
You will then need to begin your itinerary. Select “Add”
2.1.10.03 tfas4.as132.1 13 Sep 2011 @ 0921
Done
Internet
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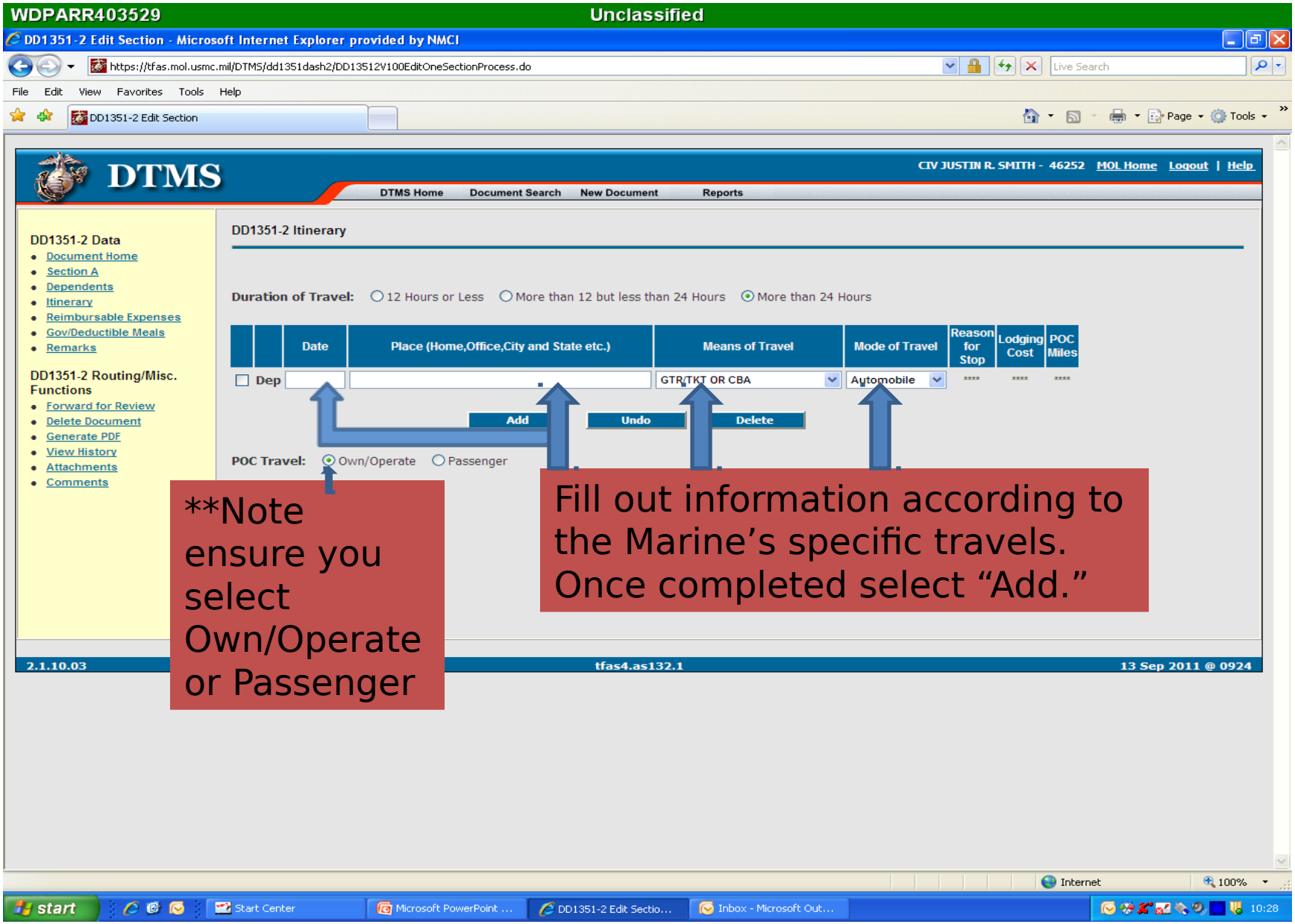
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DD1351-2 Itinerary
Duration of Travel: 12 Hours or Less More than 12 but less than 24 Hours More than 24 Hours
Date
Place (Home,Office,City and State etc.)
Means of Travel
Mode of Travel
Reason for Stop
Lodging Cost
POC Miles
Dep
GTR/TKT OR CBA
Automobile
Add
Undo
Delete
POC Travel: Own/Operate Passenger
**Note ensure you select Own/Operate or Passenger
Fill out information according to the Marine's specific travels. Once completed select "Add."
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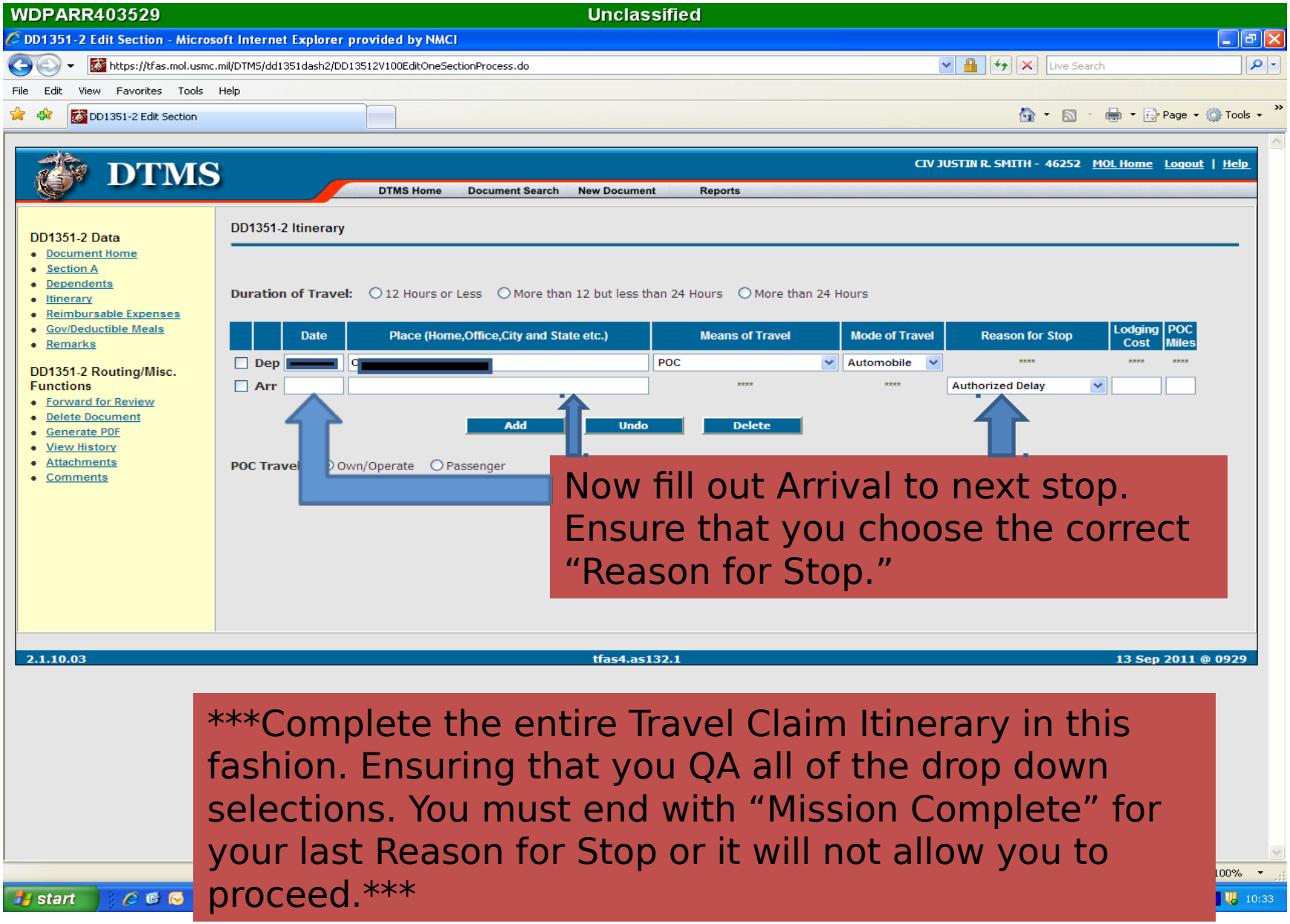
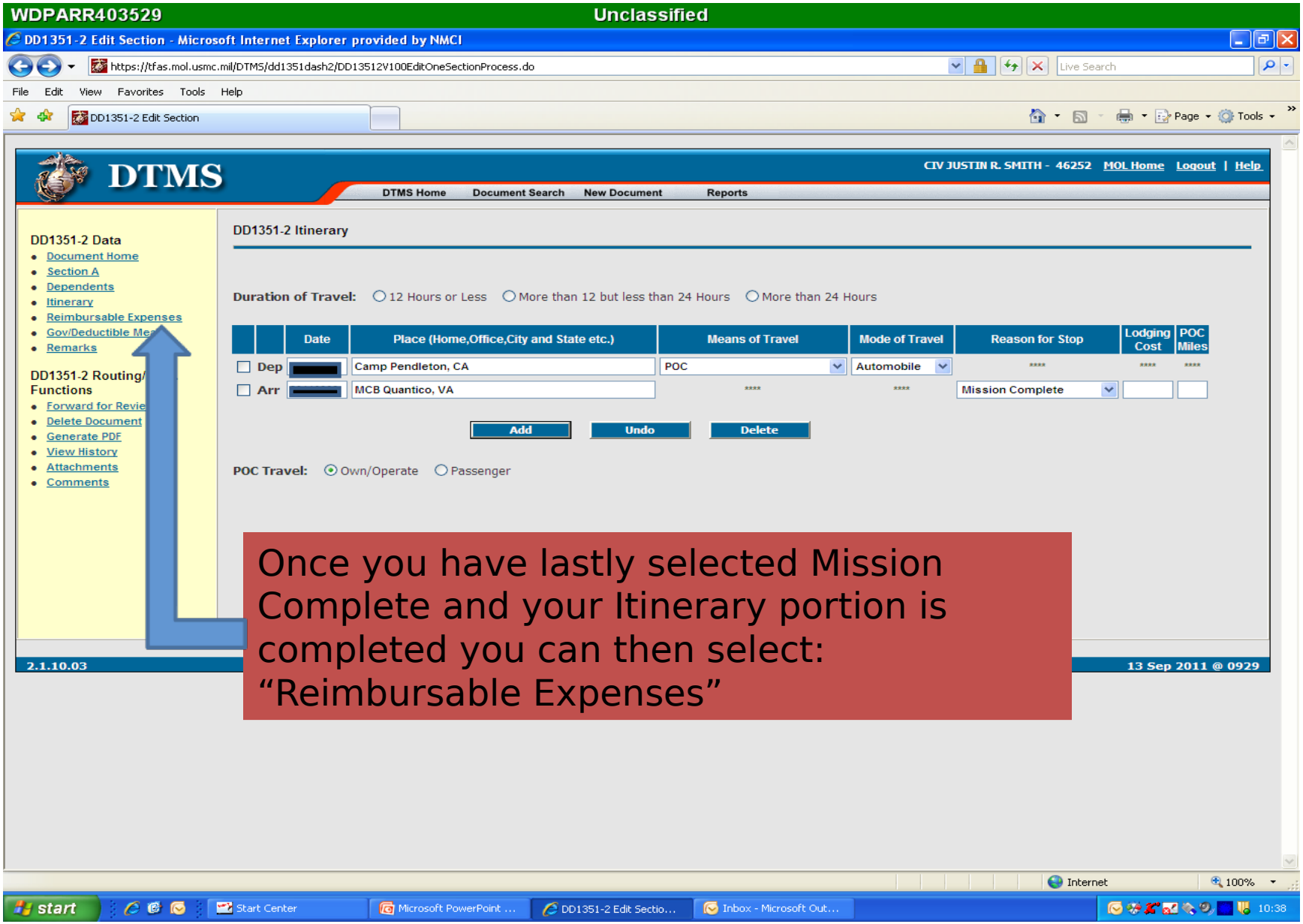


Complete the entire Travel Claim Itinerary in this fashion. Ensuring that you QA all of the drop down selections. You must end with "Mission Complete" for your last Reason for Stop or it will not allow you to proceed.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View History
Attachments
Comments
DD1351-2 Itinerary
Duration of Travel: 12 Hours or Less More than 12 but less than 24 Hours More than 24 Hours
Date
Place (Home,Office,City and State etc.)
Means of Travel
Mode of Travel
Reason for Stop
Lodging Cost
POC Miles
Dep
Camp Pendleton, CA
POC
Automobile
Arr
MCB Quantico, VA
Mission Complete
Add
Undo
Delete
POC Travel: Own/Operate Passenger
2.1.10.03
13 Sep 2011 @ 0929
Once you have lastly selected Mission Complete and your Itinerary portion is completed you can then select: “Reimbursable Expenses”
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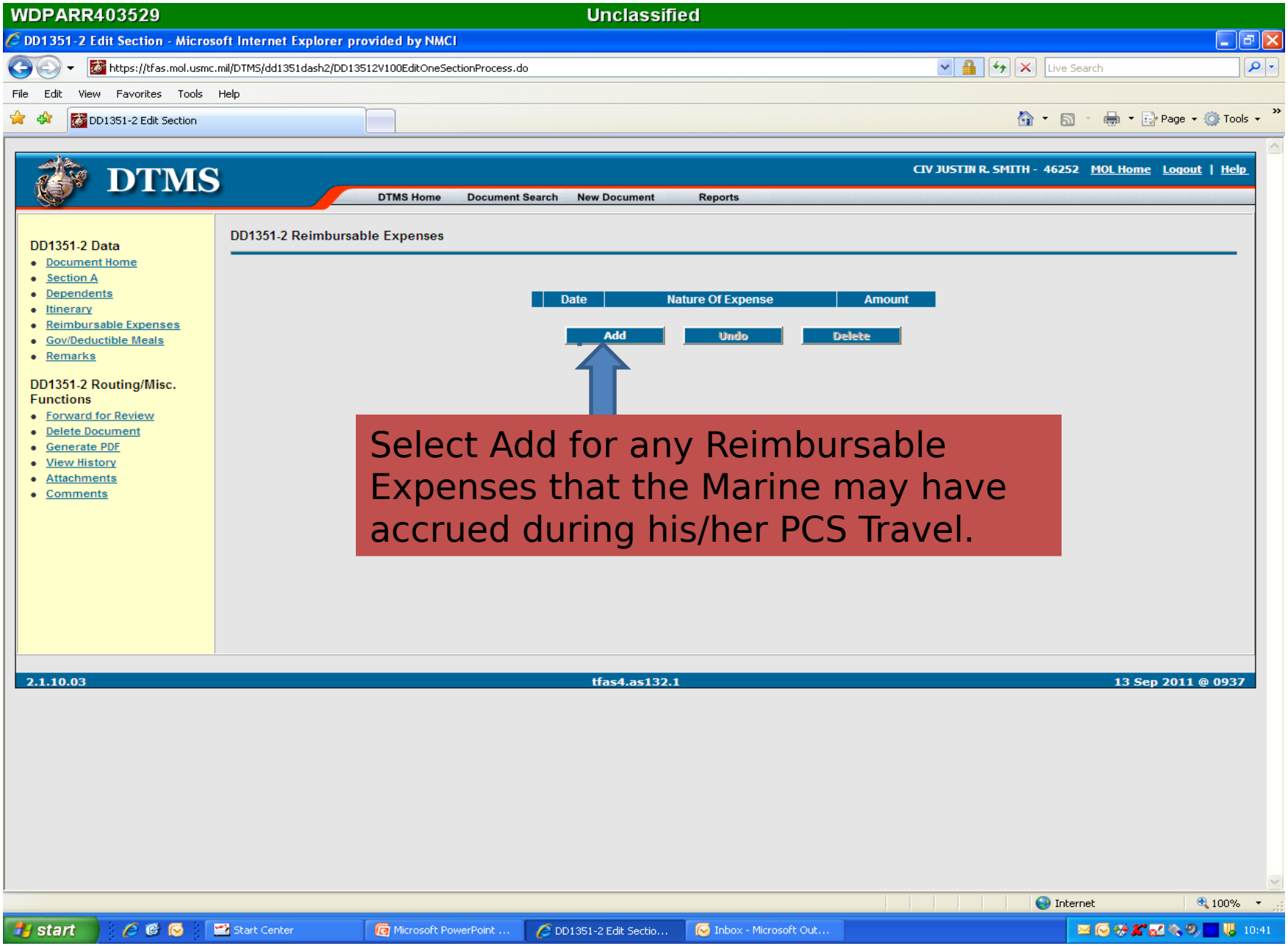
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Comments
DD1351-2 Reimbursable Expenses
Date
Nature Of Expense
Amount
Add
Undo
Delete
Select Add for any Reimbursable Expenses that the Marine may have accrued during his/her PCS Travel.
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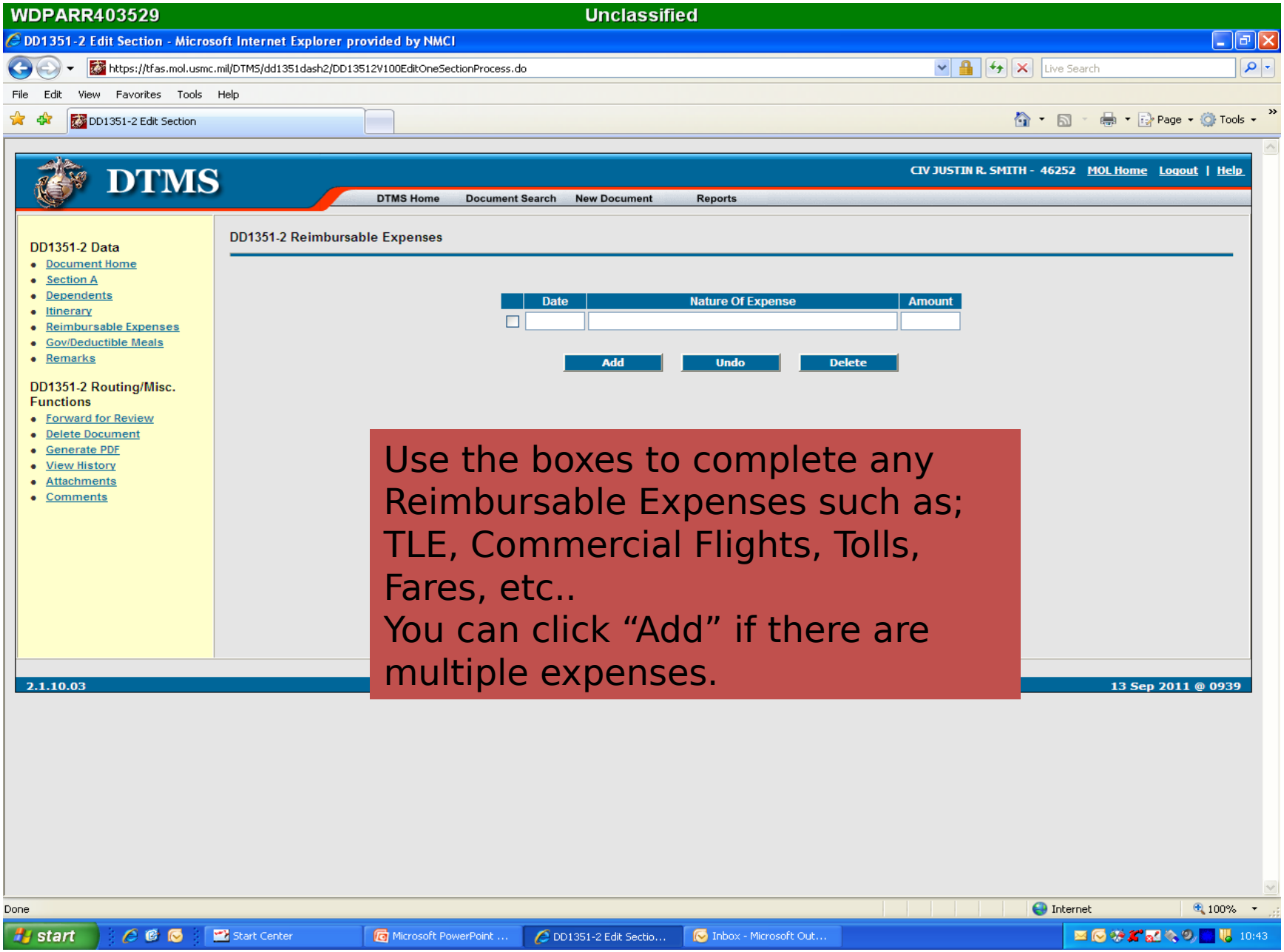
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DD1351-2 Reimbursable Expenses
Date
Nature Of Expense
Amount
Add
Undo
Delete
Use the boxes to complete any Reimbursable Expenses such as; TLE, Commercial Flights, Tolls, Fares, etc..
You can click “Add” if there are multiple expenses.
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13 Sep 2011 @ 0939
Done
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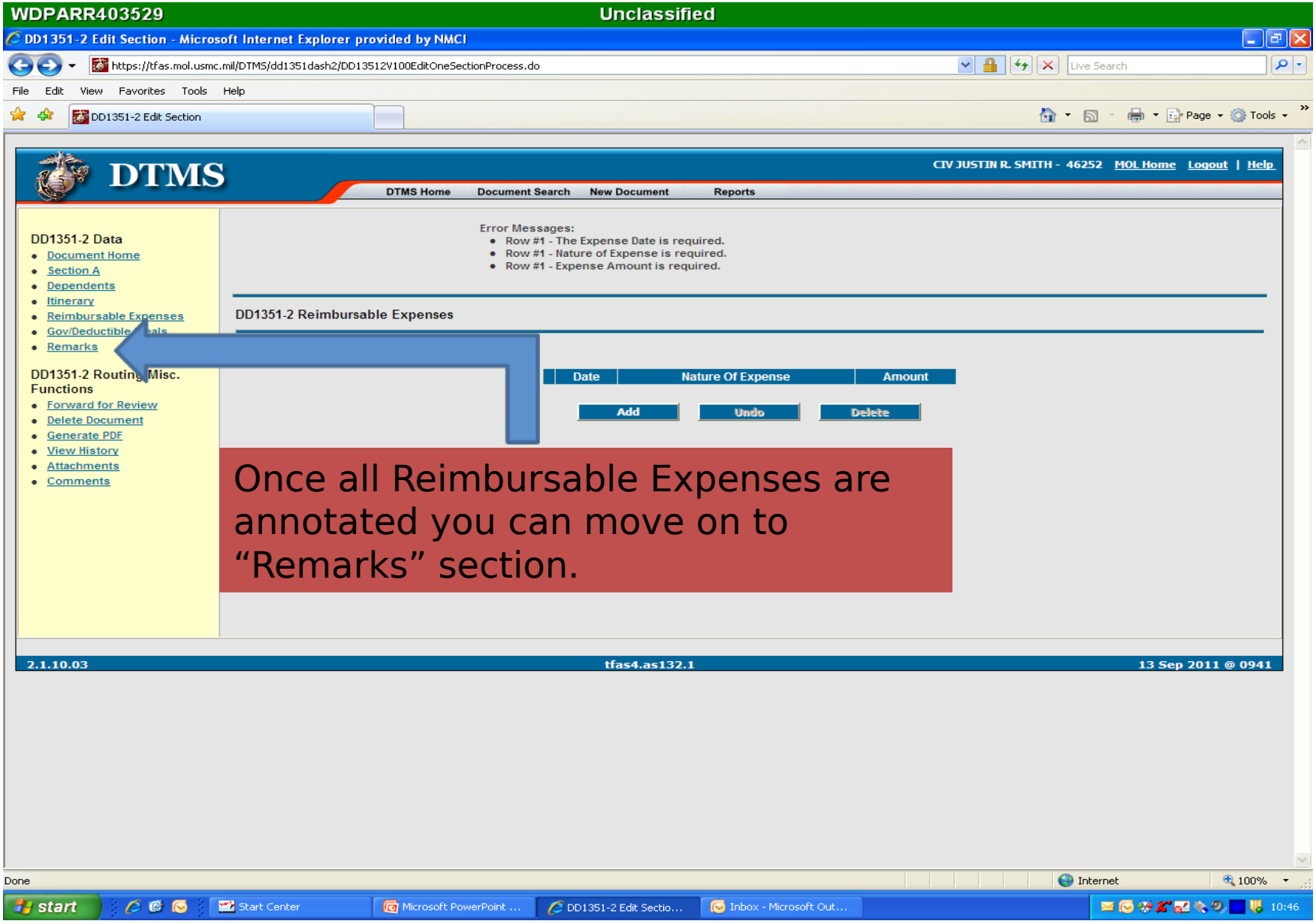
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Error Messages:
Row #1 - The Expense Date is required.
Row #1 - Nature of Expense is required.
Row #1 - Expense Amount is required.
DD1351-2 Reimbursable Expenses
Date
Nature Of Expense
Amount
Add
Undo
Delete
Once all Reimbursable Expenses are annotated you can move on to “Remarks” section.
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13 Sep 2011 @ 0941
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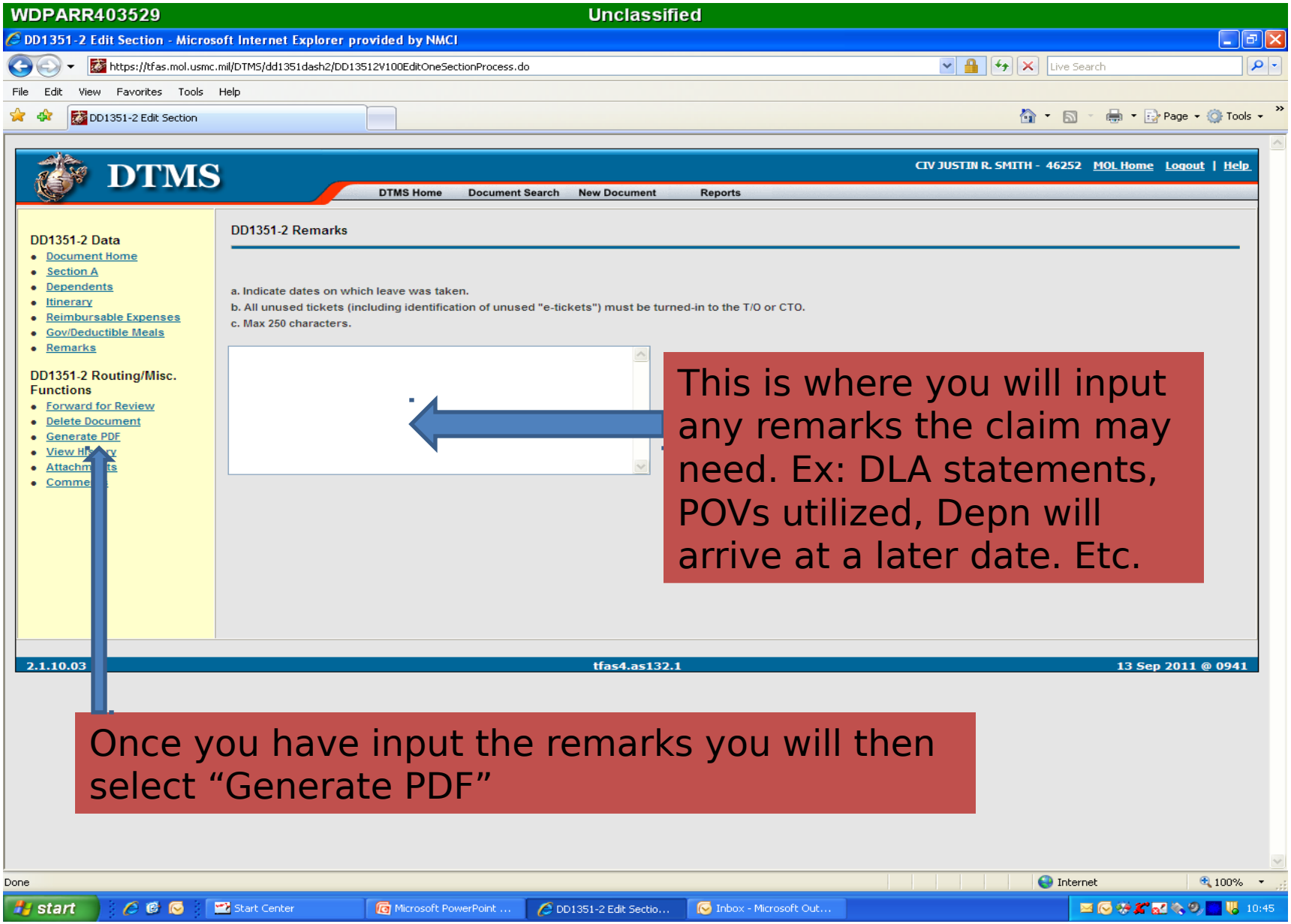
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Generate PDF
DD1351-2 Remarks
a. Indicate dates on which leave was taken.
b. All unused tickets (including identification of unused "e-tickets") must be turned-in to the T/O or CTO.
c. Max 250 characters.
This is where you will input any remarks the claim may need. Ex: DLA statements, POVs utilized, Depn will arrive at a later date. Etc.
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Once you have input the remarks you will then select “Generate PDF”
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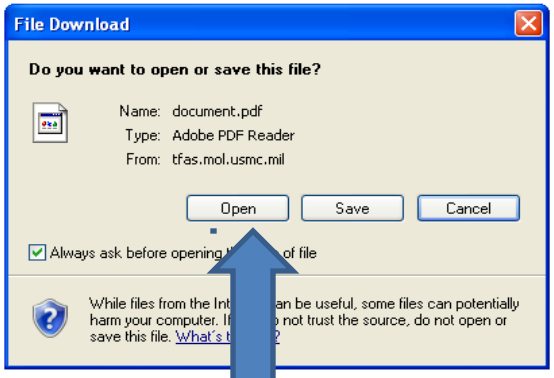

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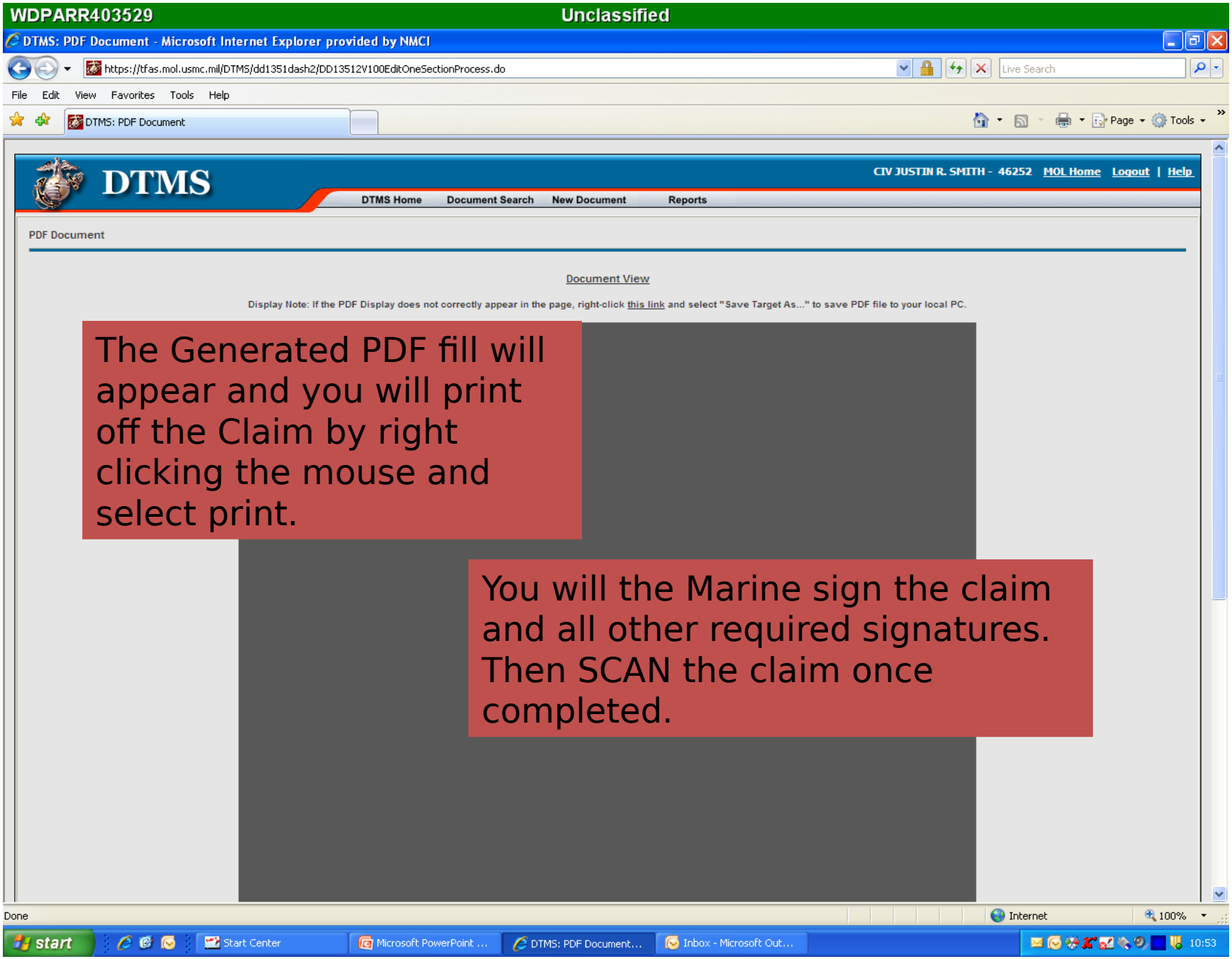
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The Generated PDF fill will appear and you will print off the Claim by right clicking the mouse and select print.
You will the Marine sign the claim and all other required signatures. Then SCAN the claim once completed.
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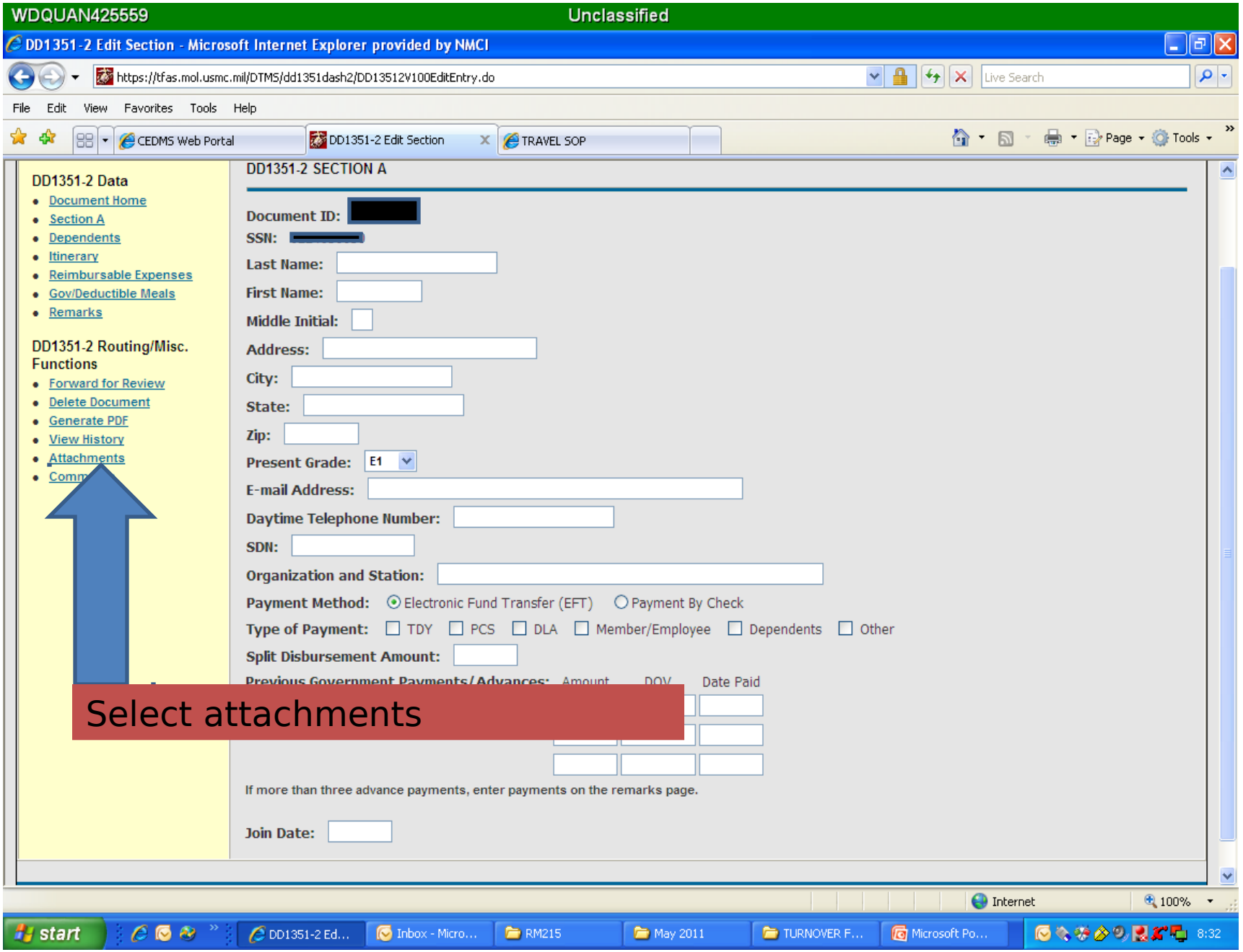
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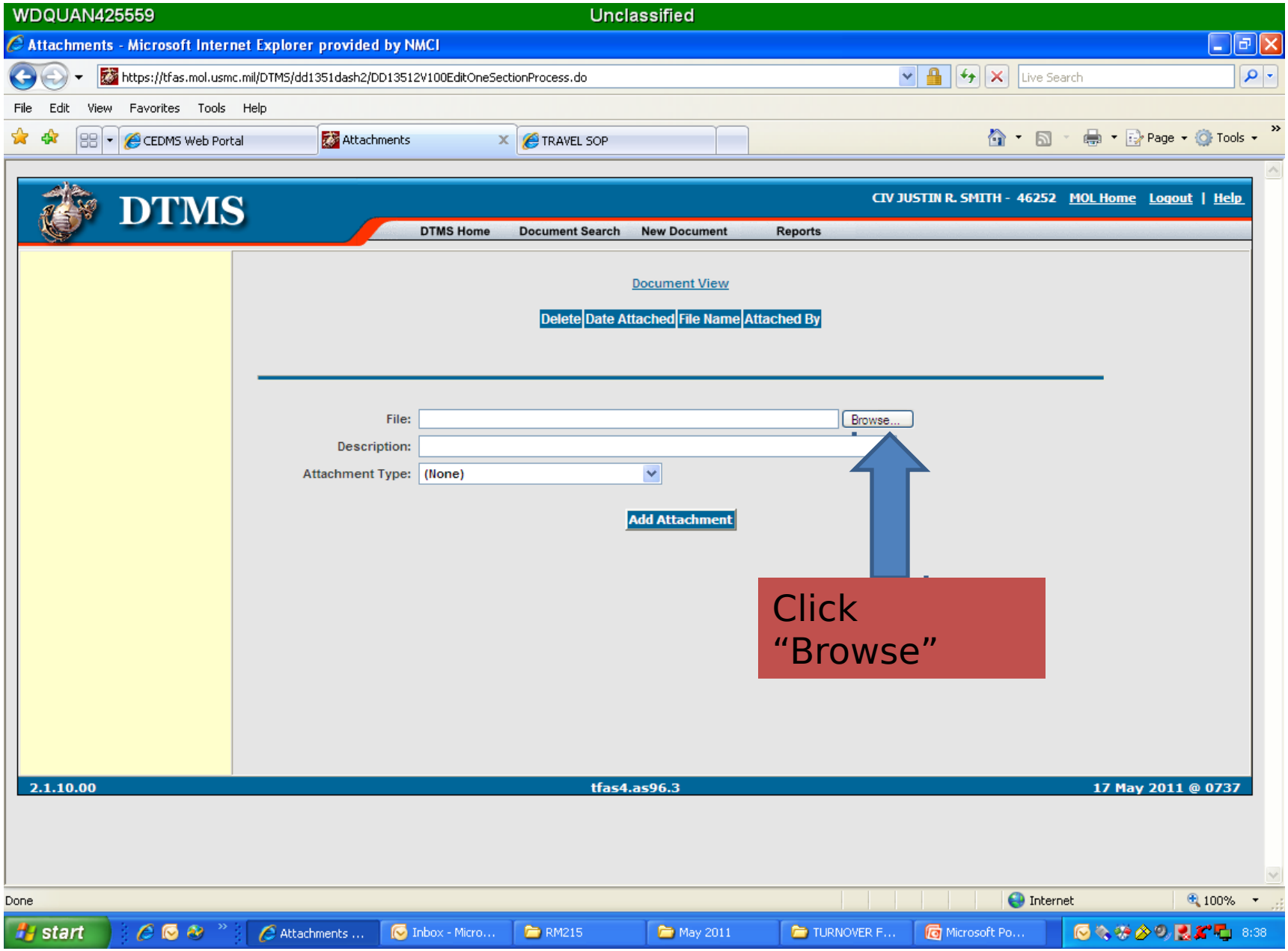
Reimbursable Expenses
Gov/Deductible Meals
Remarks
DD1351-2 Routing/Misc. Functions
Forward for Review
Delete Document
Generate PDF
View History
Attachments
Comm
DD1351-2 SECTION A
Document ID:
SSN:
Last Name:
First Name:
Middle Initial:
Address:
City:
State:
Zip:
Present Grade: E1
E-mail Address:
Daytime Telephone Number:
SDN:
Organization and Station:
Payment Method: Electronic Fund Transfer (EFT) Payment By Check
Type of Payment: TDY PCS DLA Member/Employee Dependents Other
Split Disbursement Amount:
Previous Government Payments/Advances: Amount DOV Date Paid
If more than three advance payments, enter payments on the remarks page.
Join Date:
Select attachments
Internet
100%
start
DD1351-2 Ed...
Inbox - Micro...
RM215
May 2011
TURNOVER F...
Microsoft Po...
8:32


WDQUAN425559
Unclassified
Attachments - Microsoft Internet Explorer provided by NMCI
https://tfas.mol.usmc.mil/DTMS/dd1351dash2/DD13512V100EditOneSectionProcess.do
File Edit View Favorites Tools Help
CEDMS Web Portal
Attachments
TRAVEL SOP
DTMS
CIV JUSTIN R. SMITH - 46252 MOL Home Logout | Help
DTMS Home Document Search New Document Reports
Document View
Delete Date Attached File Name Attached By
File:
Browse...
Description:
Attachment Type:
(None)
Add Attachment
Click "Browse"
2.1.10.00
tfas4.as96.3
17 May 2011 @ 0737
Done
Internet
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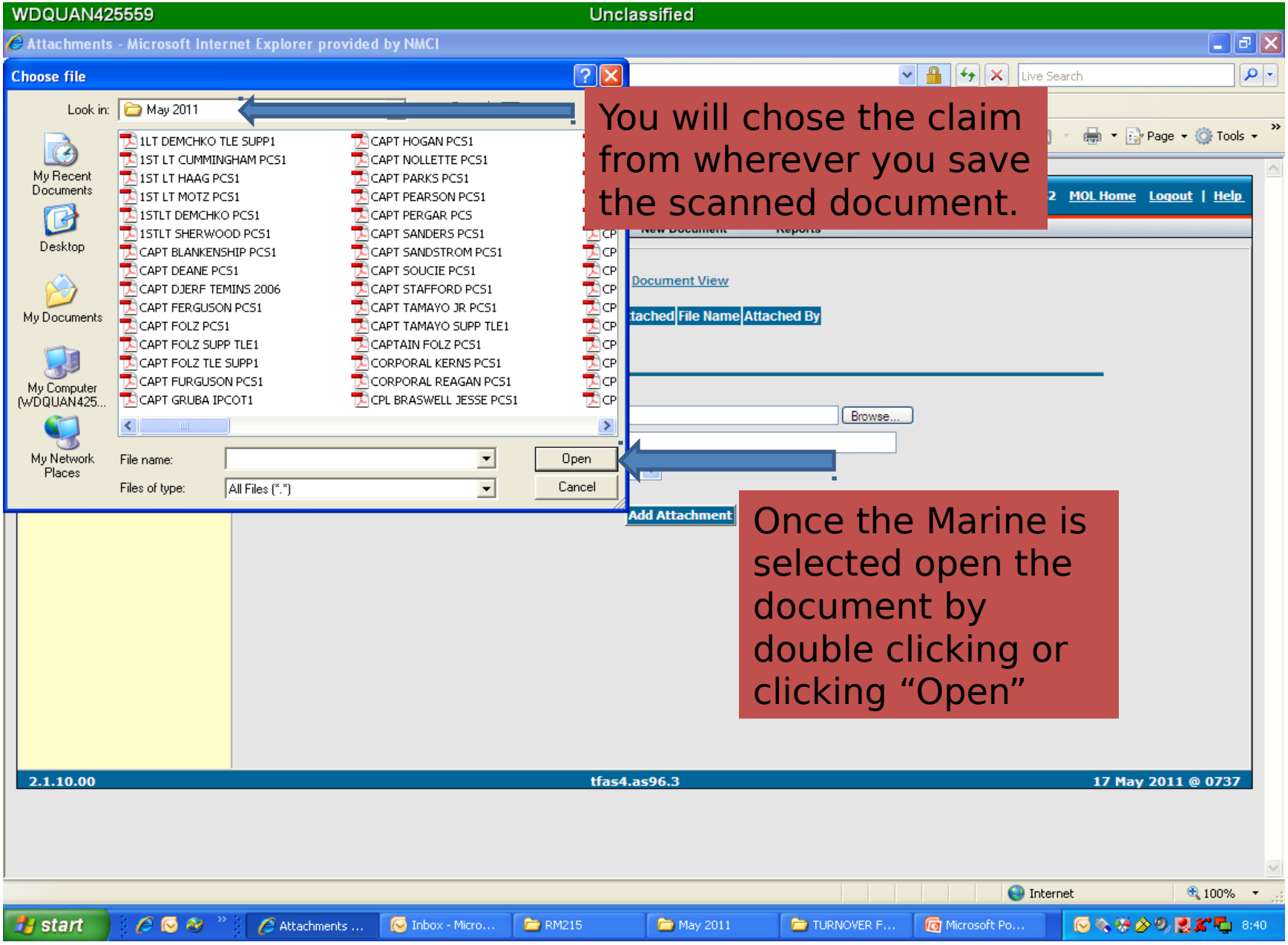
start
Attachments ...
Inbox - Micro...
RM215
May 2011
TURNOVER F...
Microsoft Po...
8:38


WDQUAN425559
Unclassified
Attachments - Microsoft Internet Explorer provided by NMCI
Choose file
Look in: May 2011
1LT DEMCHKO TLE SUPP1
1ST LT CUMMINGHAM PCS1
1ST LT HAAG PCS1
1ST LT MOTZ PCS1
1STLT DEMCHKO PCS1
1STLT SHERWOOD PCS1
CAPT BLANKENSHIP PCS1
CAPT DEANE PCS1
CAPT DJERF TEMINS 2006
CAPT FERGUSON PCS1
CAPT FOLZ PCS1
CAPT FOLZ SUPP TLE1
CAPT FOLZ TLE SUPP1
CAPT FURGUSON PCS1
CAPT GRUBA IPCOT1
CAPT HOGAN PCS1
CAPT NOLLETTE PCS1
CAPT PARKS PCS1
CAPT PEARSON PCS1
CAPT PERGAR PCS
CAPT SANDERS PCS1
CAPT SANDSTROM PCS1
CAPT SOUCIE PCS1
CAPT STAFFORD PCS1
CAPT TAMAYO JR PCS1
CAPT TAMAYO SUPP TLE1
CAPTAIN FOLZ PCS1
CORPORAL KERNS PCS1
CORPORAL REAGAN PCS1
CPL BRASWELL JESSE PCS1
My Recent Documents
Desktop
My Documents
My Computer (WDQUAN425...
My Network Places
File name:
Files of type: All Files (*.*)
Open
Cancel
You will chose the claim from wherever you save the scanned document.
Live Search
Page
Tools
MOL Home
Logout
Help
Document View
tached
File Name
Attached By
Browse...
Add Attachment
Once the Marine is selected open the document by double clicking or clicking “Open”
2.1.10.00
tfas4.as96.3
17 May 2011 @ 0737
Internet
100%
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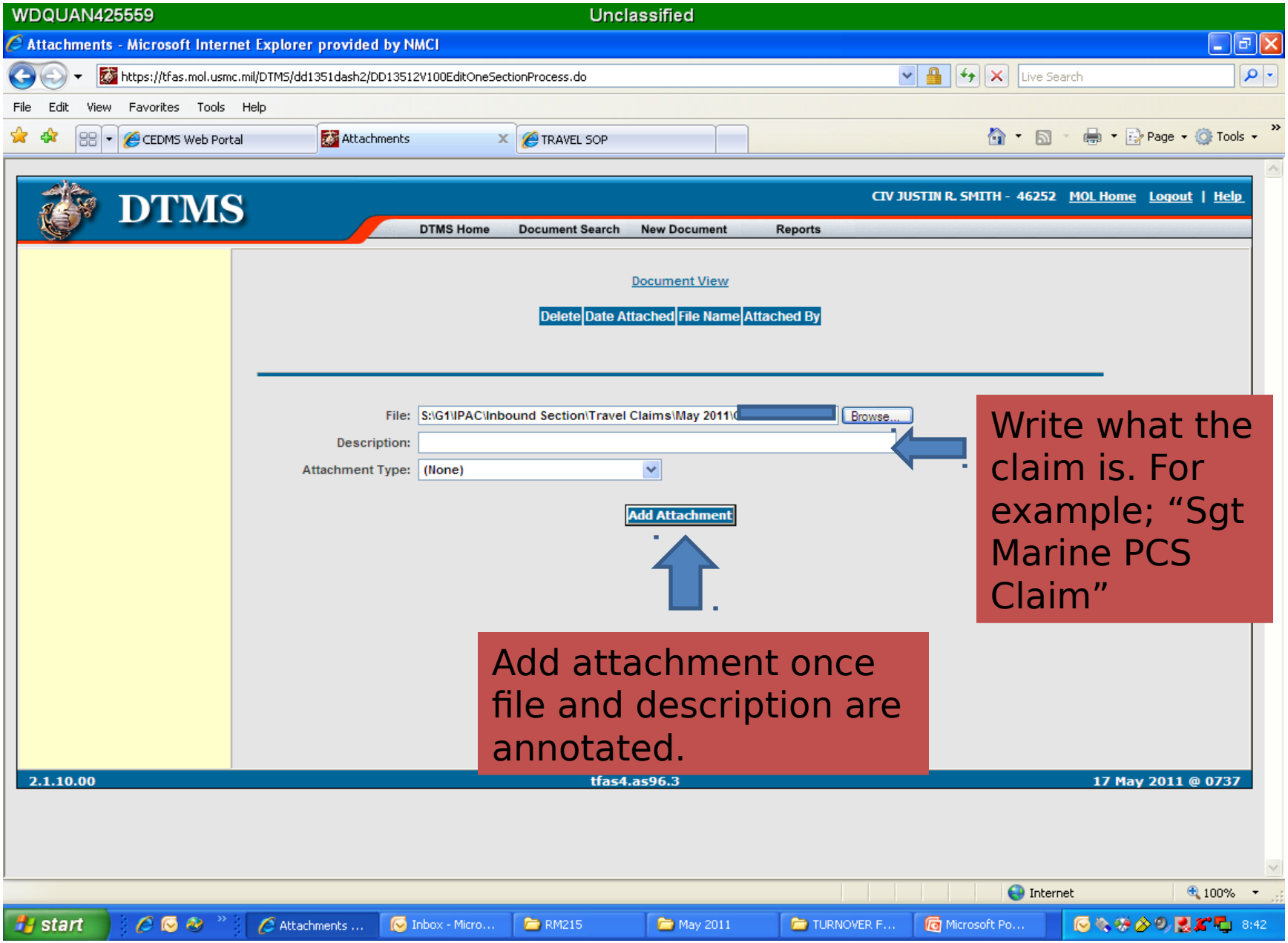
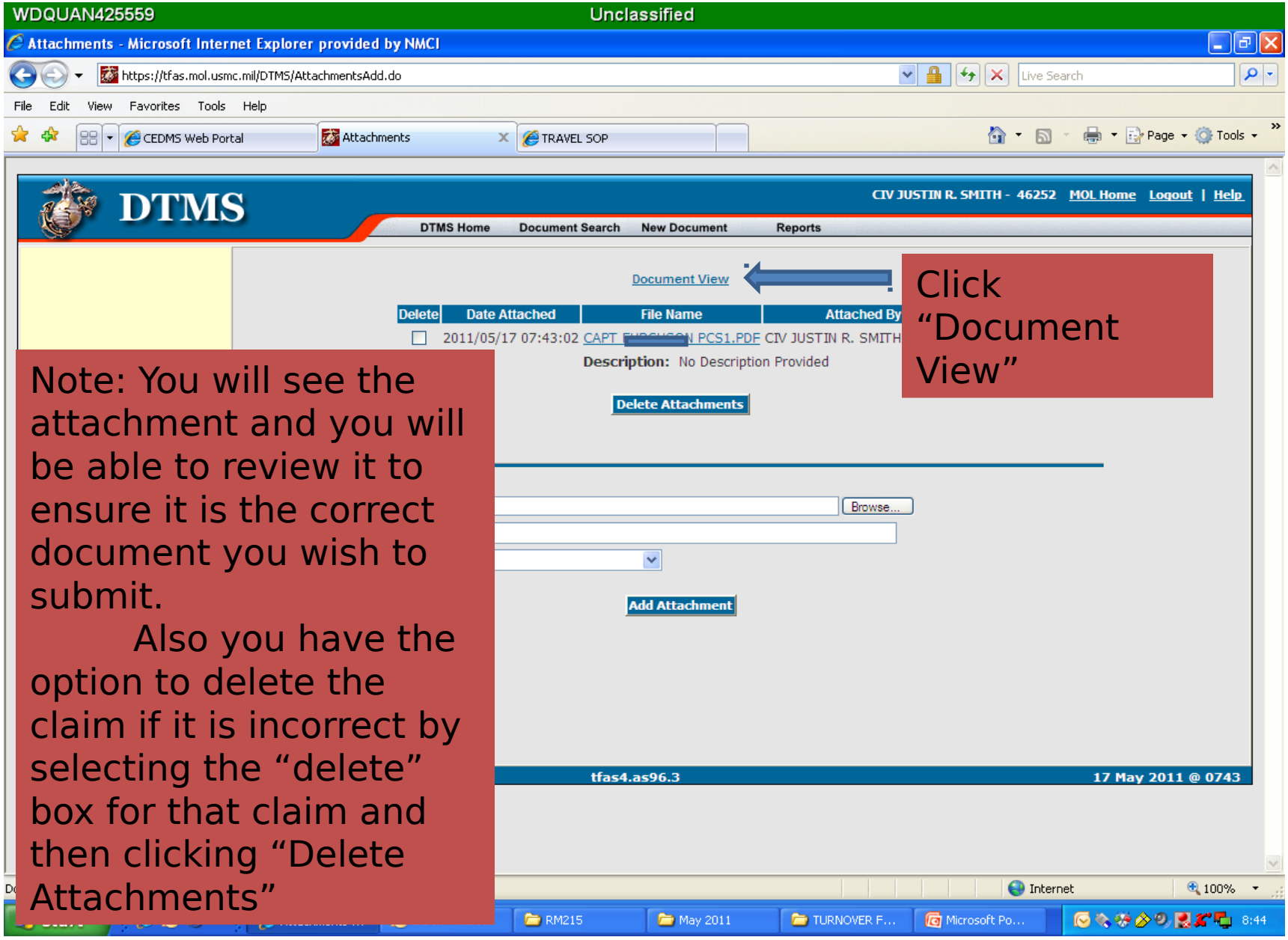
Attachments ...
Inbox - Micro...
RM215
May 2011
TURNOVER F...
Microsoft Po...
8:40


WDQUAN425559
Unclassified
Attachments - Microsoft Internet Explorer provided by NMCI
https://tfas.mol.usmc.mil/DTMS/dd1351dash2/DD13512V100EditOneSectionProcess.do
File Edit View Favorites Tools Help
CEDMS Web Portal
Attachments
TRAVEL SOP
DTMS
CIV JUSTIN R. SMITH - 46252 MOL Home Logout | Help
DTMS Home Document Search New Document Reports
Document View
Delete Date Attached File Name Attached By
File: S:\G1\IPAC\Inbound Section\Travel Claims\May 2011\
Browse...
Description:
Attachment Type: (None)
Add Attachment
Write what the claim is. For example; “Sgt Marine PCS Claim”
Add attachment once file and description are annotated.
2.1.10.00
tfas4.as96.3
17 May 2011 @ 0737
Internet
100%
start
Attachments ...
Inbox - Micro...
RM215
May 2011
TURNOVER F...
Microsoft Po...
8:42



Click "Document View"

Note: You will see the attachment and you will be able to review it to ensure it is the correct document you wish to submit.

Also you have the option to delete the claim if it is incorrect by selecting the "delete" box for that claim and then clicking "Delete Attachments"

DD1351-2 Navigator - Microsoft Internet Explorer provided by NMCI

https://tfas.mol.usmc.mil/DTMS/DisplayDocument.do?docId=1773384.0

File Edit View Favorites Tools Help

CEDMS Web Portal | DD1351-2 Navigator | TRAVEL SOP

DTMS

CIV JUSTIN R. SMITH - 46252 MOL Home Logout | Help

DTMS Home Document Search New Document Reports

DD1351-2 Data

- Document Home
- Section A
- Dependents
- Itinerary
- Reimbursable Expenses
- Gov/Deductible Meals
- Remarks

DD1351-2 Routing/Misc. Functions

- Forward for Review
- Delete Document
- Gener
- View His
- Attachm (1)
- Comme

DD1351-2: Travel Voucher or Subvoucher

Document ID: 1773384 Inbound

SECTION A

Name: , **Grade:** E1 **SSN:** 0224050050
Current Address: ,
E-mail Address:
Daytime Telephone Number:
SDN: M0002711CTB1111
Organization and Station:
Payment Method: Electronic Fund Transfer **Type Of Payment:**
Split Disbursement:
Government Advance Payments:

	Amount	DOV	Date Paid

Join Date:

Click "Forward for Review"

NOTE: Once forwarded for review it will go to whomever your certifier is and they will review the claim and forward to the appropriate disbursing office.

Done Internet 100%

start | DD1351-2 Na... | Inbox - Micro... | RM215 | May 2011 | TURNOVER F... | Microsoft Po... | 8:47